

**MARIN COUNTY OFFICE OF EDUCATION
SCHOOL NURSE
Job Description**

Brief Description of Position

At single or multiple sites, provides a health services program for the evaluation, improvement and protection of the health of students and school personnel in accordance with state law and M.C.O.E. district policies and procedures.

Duties and Responsibilities:

A. Progress of pupil toward the standards of expected pupil achievement.

1. Assess individual student's current health and developmental status when appropriate.

Quality Indicators:

- a. Reviews developmental and medical history of selected students and identifies physical disorders and other factors relating to the student's education.
- b. Observes and screens selected students for health problems.
- c. Requests additional and/or current information as needed.
- d. Establishes rapport and provides a suitable environment and utilizes other strategies to accurately assess the student's health status.
- e. Participates in Special Education team meetings for selected students to develop individual education programs.
- f. Conducts mandated vision, color vision, hearing and scoliosis screening and makes referrals as needed.

B. Instructional techniques and strategies used by the employee.

1. Establish and maintain procedures for the prevention, intervention, and remediation of identified health problems.

Quality Indicators:

- a. Observes and interprets health findings in relation to a student's education.
- b. Makes referrals and/or recommendations regarding a student's health status to the student, the parents, school and appropriate professional personnel.

- c. Designs specific programs for intervention and management of a student's health needs.
- d. Assists in the control of communicable disease through prevention, early detection, exclusion and reporting.
- e. Assists parents and students to solve financial, transportation and other barriers to needed health services.
- f. Notifies parents of required physical examination and monitors completion of forms.
- g. Reviews and monitors immunization records and makes referrals as mandated.

C. The employee's adherence to curriculum objectives.

- 1. Serve as health education resource and liaison to students, parents, school personnel and related agencies.

Quality Indicators:

- a. Provides health education, counseling and guidance to students, parents and staff.
- b. Plans and conducts student health education programs; when possible.
- c. Provides health education materials to students, staff and parents, as appropriate.
- d. Participates on selected committees with community agencies to plan, develop and/or evaluate services to promote health and safety.

D. The establishment and maintenance of a suitable learning environment within the scope of employee's responsibilities.

- 1. Recommend and assist in maintaining acceptable health and safety standards on assigned sites.

Quality Indicators:

- a. Provides crisis intervention for sudden illness, injury, emotional disturbances and other emergency situations, as necessary.
- b. Identifies and reports safety and health hazards on school sites.
- c. Maintains communication with parents, schools, and other related agencies to promote school attendance and needed treatment.

- d. Supplies and monitors first aid kits.
 - e. Has knowledge of student health information and emergency procedures.
 - f. Follows appropriate procedures regarding communicable diseases.
2. Observe legal mandates.

Quality Indicators:

- a. Maintains confidentiality concerning information related to students.
- b. Observes legal requirements regarding suspected child abuse reporting.
- c. Completes and files reporting forms as required.
- d. Observes timelines as specified for I.E.P. process.
- e. Maintains individual student health records and monitors student emergency forms.
- f. Maintains current physician-parent authorization for all medications given at school.
- g. Maintains other records as required.

E. Employee's performance of duties and responsibilities

1. Participate in activities designed to promote professional growth.

Quality Indicators:

- a. Attends workshops, classes, inservices, conferences or other related professional activities.

2. Direct designated staff and volunteers.

Quality Indicators:

- a. Trains, monitors, and directs on an ongoing basis designated staff and volunteers in the performance of assigned health procedures.
- b. Gives ongoing constructive feedback to staff regarding their performance.

Supervision:

Works under the direct supervision of a Program Manager.

Position Qualifications:

Holds a valid California School Health Services Credential.